

DEFINITION OF

T E R M S

1. **Weighted Factor** – Internal and External Availability percentages identified from historical perspective of how staff positions were filled – either through promotional opportunities or hire.
2. **Job Groups** – DSHS identified groups of job titles that have the same or similar occupational skills/expertise, educational requirements and salary range.
3. **Agency Roll-up** – Roll-up of each job group for all administrations with calculated percentage averaged over the number of administrations included in the calculation.
4. **Feeder Groups** – Internal Availability positions who staff population is derived from another job group through promotional opportunities.
5. **Current Utilization #** - The number of employees including affected group members within the job group.
6. **Current Utilization %** - The percentage of employees including affected group members within the job group.
7. **Availability %** - A combination of the affected group members found in similar jobs in the (External) Washington State workforce. Similarities include same or similar education, training, skill set, and salary range as those currently employed in DSHS job groups. Availability also includes (Internal) DSHS employees including affected group members who could be promoted, transferred or trained to fill positions in the job group. A calculation of internal and external availability using weighted factors of historical methods of filling job group positions determines Availability.
8. **Goals Set (Y/N or Met)** – An indication of whether affirmative action goals/targets are set for the affected group in each DSHS job group. If the “Current Utilization %” (the currently employed staff percentage for that job group) is less than the “Available” percentage, underutilization is identified. Goals may be targeted with a “Yes” for the biennium when positions are available. If the “Current Utilization” is equal to or greater than the “Availability %”, then the affected group is adequately utilized and no goals are set.